



Personnel Administration

Process Hiring for Board or Commission Members



Hire - Board or Commission Member

Personnel action type Hire Board or Commission Member in transaction code PA40 shall be used only for hiring a board or commission member who is NOT a state employee.

The roles authorized to use the Hire Board or Commission Member personnel action are Agency Personnel management and State Personnel Management. Only those agencies with a board or commission listed in Arkansas Code Annotated §25-16-903, §25-16-904, and §25-16-905 may access this action type.

You must create an Infotype 9554 record on all board or commission members, even if you do not intend to pay them a stipend. This infotype is used for record tracking and is crucial to this process.



Process Hiring Objectives

By the end of this chapter, you will be able to:

- Process Hire Action for Board & Commission Members



Exercise Scenario #1

- Your agency has the responsibility of hiring a person for the Board of Health. They are NOT a current employee with the State of Arkansas. It is your role to hire this member in AASIS.



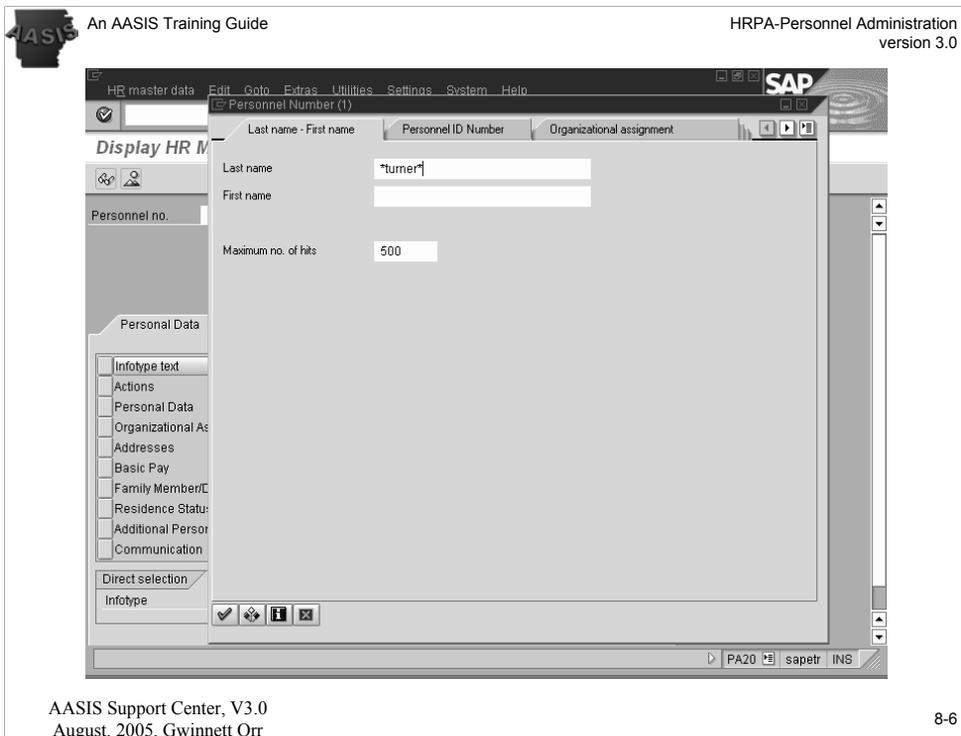


Demonstration

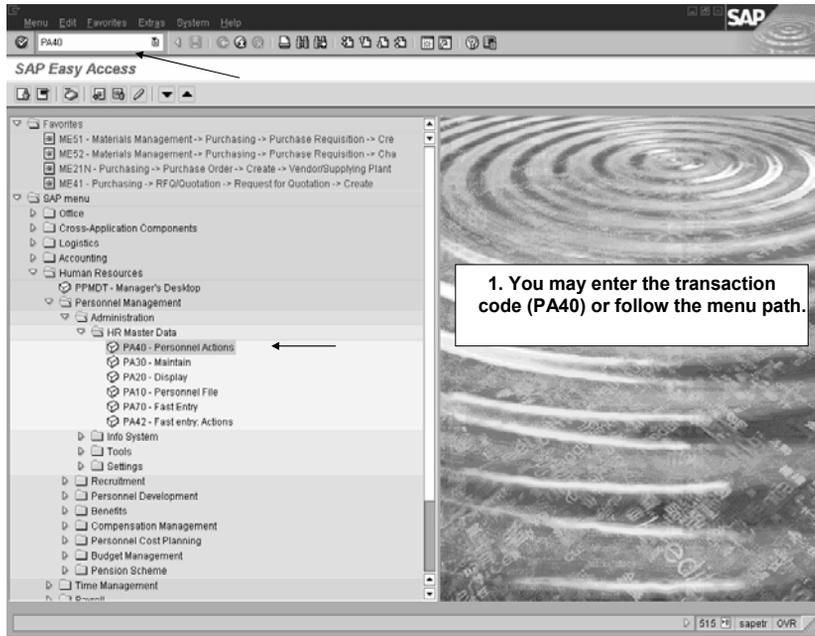
Personnel Actions - Hire

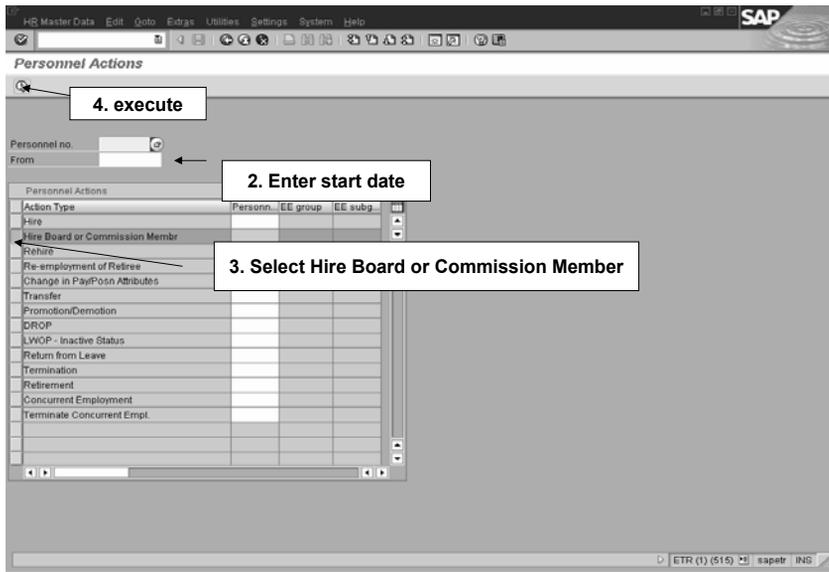
Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions (PA40)





Note: Before you begin this process, the hiring agency should check to see if this person is a current state employee by using the available search functions. **For more information on how to perform a search refer to Troubleshooting Note # 1.** You may also contact OPM/State Payroll Systems and request a search of all participating AASIS agencies for previous employment. Also, the hiring agency should verify the board or commission member's social security number, permanent address information, bank information and W4/W5 information.





Personnel Actions: This is the initial screen to begin the hiring process.

Do not enter a number in the "Personnel no." field. This number will generate automatically from the system. Verify the date of hire to make sure it is correct before you save this screen.



Entering a New Hire Board or Commission Member

Infotype Edit Copy Delete System Help

Create Actions

Change info group

Pers.No: 2453

Start: 07/01/2005 to 12/31/9999

Restrictions

Personnel action

Action Type: Hire Board or Commission Member

Reason for Action: 01 New Hire Board or Comm Member

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position: 22112892 NON STATE EMPLOYEE BOA...

Personnel area: HL07 Department of Health

Employee group: 1 Regular State Empl.

Employee subgroup: UB Board or Comm Member

Additional actions

Start date	Act.	Action type	ActR	Reason for act

Save your entries

ETR (1) (515) sapetr INS

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Actions (Infotype 0000) - Employee actions are stored in this infotype. You must complete this screen and save your entries.

The reason code “ Board or commission member” must be entered in the “Reason for Action” field. Click on the drop-down list to select the reason. Position field - enter a **Non-State board or commission member board or commission** position number. The system will default data in the Personnel area, employee group. The board or commission member subgroup will always be ‘UB’ Board or Commission member.

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version 3.0

Entering a New Hire Board or Commission Member

The screenshot shows the SAP HRPA Personnel Administration interface. The title bar indicates 'SAP' and 'HRPA-Personnel Administration version 3.0'. The main window is titled 'Create Actions'. It contains several sections: 'Personnel action' with 'Action Type' set to 'Hire Board or Commission Member' and 'Reason for Action' set to '01'; 'Status' with dropdown menus for 'Customer-specific', 'Employment', and 'Special payment'; 'Organizational assignment' with 'Position' '22112092', 'Personnel area' 'HL87', 'Employee group' '1', and 'Employee subgroup' 'BR'; and 'Additional actions' with a table for recording actions. At the bottom, a system message 'save your entries' is displayed. Annotations '7. click' and '8. save' point to the 'Enter' and 'Save' buttons respectively.

AASIS Support Center, V3.0 8-10
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Actions (Infotype 0000) continued - Employee personnel actions are stored in this infotype for a historical record. You must complete this screen and save your entries.

After clicking the enter button, the message 'Default values are used by the Position' will appear. This means that the position has data attached to it that will default into the appropriate fields (personnel area, employee group, employee subgroup, etc.). Click continue to proceed to the next step.

If you receive the message "position is currently occupied", you will need to enter a different position number or contact your OPM Class & Comp analyst.



Entering a New Hire Board or Commission Member

Personnel Number
Generated by the system

Start date	Act	Action type	ActR	Reason for act

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If you have completed at least the Actions infotype of the Hire Action and then exit out of PA40, or if your system locks up, or a power failure is experienced; re-execute your Action. To re-execute your Action refer to **Troubleshooting Note # 7** located in Chapter 3.

If you exit the action before completing the Actions infotype (0000), then you need to simply start the Hire Board or Commission Member action again.

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Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Personal Data' screen. The 'Name' section includes fields for Last name (Turner), First name (Quaker), Middle name, Designation, Suffix, and Name. The 'HR data' section includes SSN (462225056), Date of Birth (12241993), Language (English), Nationality, and Marital status. The Gender field has radio buttons for Female and Male. A 'Save' button is located at the top right. A message at the bottom indicates 'Message shows previous infotype was saved'.

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Personal Data (Infotype 0002) - This infotype is used to enter the board or commission member personal information. You must complete this screen and save your entries.

The first and last name of the board or commission member must be entered. Enter the name, capitalizing only the first letter of the first name and the first letter of the last name (example: Tonya Smith).

The social security number is entered without using hyphens (example: 123456789). Note: If you receive a message “social security number already assigned to another board or commission member” refer to **Troubleshooting Note #3.**



Entering a New Hire Board or Commission Member

Infotype Edit Copy Entries System Help SAP

Create Organizational Assignment

Org Structure

Personnel No 2463 SSN 462225056

Start 12/31/9999

Enterprise structure

CoCode ARK State of Arkansas Leg person
Pers area HL87 Department of Health Subarea NEL4 NOT,EX,NOAQ
Cost Ctr 627918 ITS BAA0100 Bus. Area 8645 DHHS - DIVISION OF HE..

Personnel structure

EE group 1 Regular State Empl. Payr. area 11 Arkansas Bi-Weekly
EE subgroup UB Board or Comm Member Contract

Organizational plan

Percentage 100.00 Assignment
Position 22112892 5555
Job key 22112881 5555
NON STATE EMPLOY..

Exempt E
Org. Unit 21690645 645
Department of Health

Additional fields

Benefits Administrator

Record created ETR (1) (515) sapetr INS

Personnel area, payroll area, cost center subarea, & business area all default from the position number.

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Organizational Assignment (Infotype 0001) - You must complete this screen and save your entries.

The Personnel area is a 4 digit alphanumeric code which defaults from the position. The first 2 digits represent the agency and the next 2 digits represent the location. To change the Personnel area, contact OPM Class and Comp.

The Personnel subarea is a 4 digit alphanumeric code which also defaults from the position. **Board or Commission members do not have time entered and there is no leave accrued.** The Personnel subarea for a board or commission member should always be NEL4.



Entering a New Hire Board or Commission Member

InfoType Edit Goto Extras System Help

SAP

Create Organizational Assignment

Org Structure

Personnel No 2453

Start 07/01/2005 to 12/31/9999

SSN 462225056

Enterprise structure

CoCode ARK State of Arkansas

Pers.area HL97 Department of Health

Subarea NEL4 NOT,Ex,NoAQ

Cost Ctr 827919 ITS BA-A0100

Bus. Area 8645 DHHS - DIVISION OF HE..

Leg person

Personnel structure

EE group 3 Regular State Empl

Payr.area 11 Arkansas Bi-Weekly

EE subgroup UB Board or Comm Member

Contract 0-19 HRS PER WK

13. Select work contract option "0-19 HRS Per WK"

Organizational plan

Percentage 100.00

Position 22112892 5555

Job key 22112881 5555

Exempt E

Org. Unit 21690645 645

Department of Health

Assignment

Administrators

PersAdmin

Time

PayAdmin

Additional fields

Benefits Administrator

Record created

ETR (1) (515) sapatr INS

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The work contract field for a **Non-State board or commission member Board or Commission Member** will always be the following:

•0-19 Hours = This board or commission member is not eligible for any benefits.



Entering a New Hire Board or Commission Member

15. click

16. save

14. Enter Personnel, Time, Payroll and Benefits Administrators.

Percentage	100.00
Position	22112892 5555
Job key	22112881 5555
Exempt	E
Org. Unit	21690645 645

Ad. #	Administrator name
100	G
101	M
102	S
103	J
104	V
105	Brendy Watson
106	Connie Johnson
107	Imonell Holt
108	Jim Montgomery
109	John Ward
110	Linda Wornack
111	Michelle Price
112	Sandy Caulk

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The Personnel, Time, Payroll and Benefits Administrators are required field. You must complete this screen and save your entries.

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Entering a New Hire Board or Commission Member

18. save

**17. Enter board or commission member's permanent home address
You must save your entries!**

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Addresses (Infotype 0006) Subtype Permanent Address - This infotype stores permanent home address information. **According to Act 1887, any person hired or appointed to a state government position shall be required to receive their pay by direct deposit.** The exception to this, is the person who receives exemption from the Chief Fiscal Officer of the State. In this case, the board or commission member will receive their check at the address reflected on this infotype. You must complete this screen and save your entries.

If the board or commission member desires their check to be sent to a P. O. Box, enter that information on Address Line 1. Do not use Address line 2 as it will override the information on Address line 1 of the payroll warrant. Currently, there are 40 character spaces for Address Line 1. Enter 4 digits after the zip code, key without using a hyphen. (722012525).



Entering a New Hire Board or Commission Member

19. Select tax area

Note:
Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

Tax. Description	T. Description
AR	State of Arkansas
AR01	Texarkana
FED	Federal

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Residence Tax Area (Infotype 0207) - This screen lists the board or commission member's state of residence for tax purposes. You must complete this screen and save your entries.

Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

If the board or commission member does not live in the State of Arkansas or in Texarkana, Arkansas, then the only selection would be Federal for this infotype.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Work Tax Area' screen. Annotations include:

- '20. click' pointing to the 'Save' button in the top toolbar.
- '21. save' pointing to the 'Save' button in the top toolbar.
- 'This information will default.' pointing to the 'Tax Authorities in Area' table.

Personnel Data:

Personnel ar	HL07	Department of Health
EE subgroup	UB Board or Comm	SSM 462-22-5856
Start	07/01/2005	12/31/9999

Work tax data:

Tax Area	AR	State of Arkansas
Allocation	100.00 %	

Tax Authorities in Area:

Tax	Description	T	Description
AR	Arkansas	B	State

Work Tax Area (Infotype 0208) - This infotype records the tax authorities. You must complete this screen and save your entries.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Unemployment State' screen. The title bar includes 'Infotype Edit Copy Delete System Help' and the SAP logo. The main window title is 'Create Unemployment State'. The screen is divided into several sections:

- Personnel Data:** Includes fields for Name, Personnel No., and Position. A callout box labeled '22. click' points to the 'Personnel No.' field.
- Unemployment Data:** Includes fields for Tax authority (set to AR - Arkansas) and Worksite. A callout box labeled '23. save' points to the 'Save' button.
- Start Dates:** Includes 'Start' (07/01/2005) and 'End' (12/31/9999).
- Footer:** Shows 'Record created', 'ETR (1) (515)', 'sapetr', and 'INS'.

A thought bubble contains the text: "Your agency does not have to enter worksite information. However this infotype **MUST** be saved."

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Unemployment State (Infotype 0209) - This screen enables you to records unemployment data for the tax authority. You must complete this screen and save your entries.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Withholding Info W4/W5 US' screen. It includes fields for tax authority (AR), filing status, exemptions, and withholding adjustments. A 'Filing status (1)' pop-up window is open, showing a list of filing statuses. Callouts indicate: '25. click' pointing to the filing status dropdown, '26. save' pointing to the save button, and '24. Select the filing status. Enter allowances.' pointing to the filing status and exemption amount fields.

F	Long Text	Start date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
03	Married claiming self plus dependents or	01/01/1980	12/31/9999
06	Head of household or family	01/01/1980	12/31/9999
10	Married joint claiming all	01/01/1980	12/31/9999
13	Married joint claiming none	01/01/1980	12/31/9999
14	Married, living with spouse	01/01/1980	12/31/9999

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Withholding Info W4/W5 US (Infotype 0210) - This infotype stores the information presented by the board or commission member on the W4/W5. You must complete this screen and save your entries. This information is used by payroll to calculate withholding tax. The screen will appear twice. Enter State withholding information, then enter Federal withholding information.



Entering a New Hire Board or Commission Member

31. click

32. save

30. Select the appropriate filing status, allowances.

Long Text	Start date	End Date
01 Single	01/01/1980	12/31/9999
02 Married	01/01/1980	12/31/9999
06 Head of household or family	01/01/1980	12/31/9999

From date	End Date	Supplemental met.	Tax override	Em.

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Federal Tax authority will appear next. You must complete and save your entries.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Planned Working Time' interface. A callout box labeled '33. click' points to the 'Work schedule' button. Another callout box labeled '34. save' points to the 'Save' button. A 'Note' cloud points to the 'Time Mgmt status' field, which is set to '0 - No time evaluation'. The 'Working time' section shows 'Employment percent' at 100.00 and 'Daily working hours' at 0.00. The 'Part-time employee' checkbox is unchecked. The 'Dyn. daily work schedule' checkbox is also unchecked.

Field	Value
Work schedule rule	RF01
Time Mgmt status	0 - No time evaluation
Working week	Sunday to Saturday
Part-time employee	<input type="checkbox"/>
Dyn. daily work schedule	<input type="checkbox"/>
Employment percent	100.00
Daily working hours	0.00
Weekly working hours	0.00
Monthly working hrs	0.00
Annual working hours	0.00
Weekly workdays	

Planned Working Time (Infotype 0007) – The time management status field must always reflect ‘0 – No time evaluation’ for the board or commission member. **DO NOT CHANGE THIS SCREEN.** You must save this screen.

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Entering a New Hire Board or Commission Member

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Bank Details (Infotype 0009) - You must complete this screen and save your entries. The board or commission member is being paid by direct deposit, the following fields need to be entered: Bank key, Bank account number (cannot exceed 13 digits), Bank control key (the appropriate account either 01-Checking or 02-Saving must be reflected) and Payment method (Choose 'D'- Direct deposit. Verification of the accuracy of the bank details infotype is a **MUST**, in order for the board or commission member's pay to be transferred to the correct account.



Entering a New Hire Board or Commission Member

Infotype Edit Copy Enter System Help

SAP

Create Board & Commission Member Tracking

Personnel No. 2463 Name quitez
EE group 1 Regular State Em. Personnel ar HL07 Department of Health
EE subgroup UB Board or Comm. SSM 462-22-5056
Term Range 07/01/2005 12/31/9999

Board_Commission Member Tracking

Assignments 9554 State Board/Comm

Position 22112895

Stipend 10.00

Member Status Non-State Employee

38. Enter start date

39. Enter which board or commission from the drop down

40. Enter position number

41. Enter amount to be paid to the board or commission member

42. Select Non-state board or commission member from the drop down.

ETR (1) (515) sapetr INB

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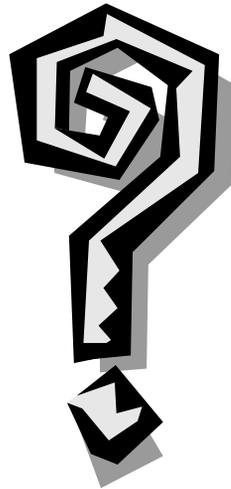
Infotype 9554 Board & Commission Member

Tracking will be the last infotype to appear in the action. To complete this infotype follow the steps below:

1. In the “term range” field, enter the Board or Commission member’s term start and end date.
2. In the ‘Assignments’ field, select Board or Commission.
3. In the ‘position’ field, enter the Non-state employee Board or Commission Member position number.
4. In the ‘Stipend’ field, enter the amount to be paid to the board or commission member.



Questions and Answers





Maintain – Board or Commission Member

Infotype 9554 – Board & Commission Member Tracking is used only for Board or Commission member tracking for current state employees who are also on a board or commission. This infotype is available in transaction PA20 or PA30 under the additional data tab.



Exercise Scenario #2

- Your agency has added a new board member to the Burial Association Board. They are currently employed with the State of Arkansas. It is your role to maintain this member in AASIS.



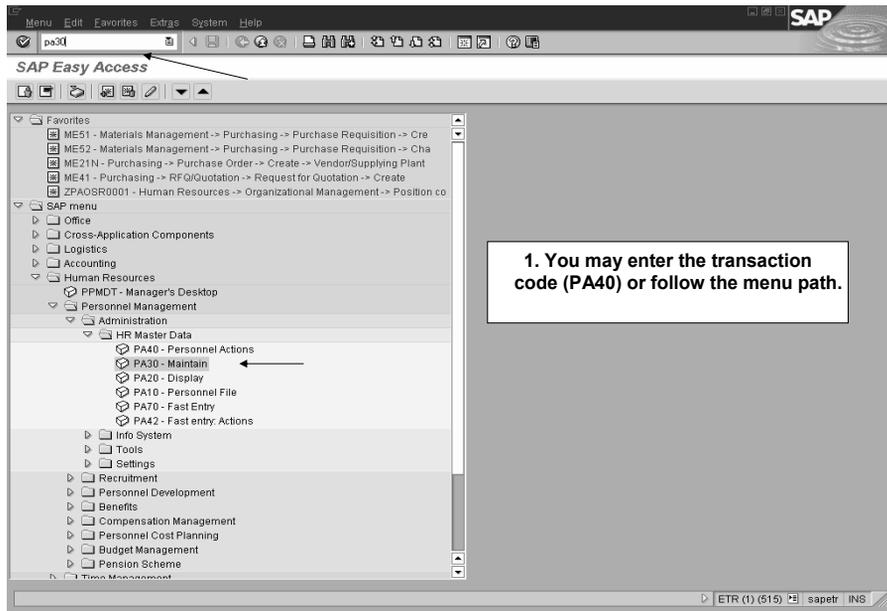


Demonstration

Personnel Actions - Maintain

Human Resources > Personnel Management >
Administration > HR Master Data > Maintain (PA30)







Entering a New Hire Board or Commission Member

The screenshot shows the SAP HR Master Data entry screen. At the top, there is a menu bar with options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu bar is a toolbar with various icons. The main window title is "Maintain HR Master Data".

Personnel no. 870
Name JOHN SMITH
EE group 7 State Extra/Sea. Pers. area HL07 Department of Health
EE subgroup U0 Hourly Cost Center 627017 OPN BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype Int E
Monitoring of Tasks
Travel Privileges
Internal Data
Date Specifications
Objects on Loan
Internal Medical Service
Challenge
Board & Commission Member Tracking

Period
* Period
Fr. To
 Today Curr week
 A11 Current month
 From curr.date Last week
 To current date Last month
 Curr period Current Year
Choose

Direct selection
Infotype Board & Commission Member... Sty

Callouts:
1. Click create icon (points to the plus icon in the Personnel no. field)
2. Enter personnel number (points to the Personnel no. field)
3. Select Board & Commission Tracking (points to the "Board & Commission Member Tracking" checkbox)
4. Click create icon (points to the plus icon in the Personnel no. field)

Maintain HR Master Data: Infotype Board & Commission Member Tracking is located under the Addtl. Employee Data tab.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP SAP GUI interface for the 'Create Board & Commission Member Tracking' form. The form is titled 'Create Board & Commission Member Tracking' and contains several fields and sections. The fields are: Personnel No. (478), Name (JOHN), EE group (7), State Extra/Seaso... (Personnel ar), Department of Health, EE subgroup (U0), Hourly (SSM), 123-12-1234, and Term Range (08/15/2005 to 12/31/9999). The 'Board_Commission Member Tracking' section includes: Assignments (0215 - Burial Association Board), Position (22112952), Stipend (0), and Member Status (State Employee). A note at the bottom states: 'NOTE: You will receive an error message if you try to pay a State board or commission member a stipend. Leave the stipend blank.' The form also has a 'Stipend Not Allowed For State Employees' message at the bottom left. Numbered callouts 5-10 point to various fields: 5. Enter term range of the board or commission member (Term Range); 6. Enter board or commission (Assignments); 7. Enter position number (Position); 8. Select State board or commission member from the drop down (Member Status); 9. Click (Create button); 10. Save (Save button).

Infotype 9554 Board & Commission Member Tracking

To complete this infotype follow the steps below:

1. In the “term range” field, enter the Board or Commission member’s term start and end date.
2. In the ‘Assignments’ field, select the Board or Commission.
3. In the ‘position’ field, enter the Regular state employee board or commission member position number.
4. When the Board or Commission Member is a state board or commission member, the stipend amount is “blank”.



Questions and Answers

